

**Application for Certificate of Appropriateness
Historic Preservation Commission
Canton, Mississippi
2015**

Please type or print, complete each space, if an item is not applicable, please write N/A in the space.

NAME OF APPLICANT _____

ADDRESS OF PROPOSED WORK _____

ADDRESS OF APPLICANT _____

IF APPLICATION IS BEING MADE FOR ANOTHER PARTY OR BUSINESS, PLEASE NAME:

Home Phone: _____ Business Phone: _____

This application is being made for the following (check all applicable sections)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Additions to Existing Structures
<input type="checkbox"/> Restoration or Rehabilitation of Existing Structure	<input type="checkbox"/> Sign (Present Sketch with Measurements)
<input type="checkbox"/> Fences, Walls, Walks or Driveways	<input type="checkbox"/> cutting a Live Tree
<input type="checkbox"/> Constructing a Parking Lot	<input type="checkbox"/> Moving a Structure
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other _____

Please refer to the permit review procedure on the attached sheets for proper attachments to this application. No application will be considered complete or will be reviewed by the Commission unless all required attachments accompany this application. No exceptions will be made.

Describe briefly the proposed work: _____

Applicant Signature: _____ Date: _____

Return this completed form to the Preservation Director with all required attachments and Application Fee of \$25.00

Date Application Received in office of Preservation Director: _____

Date Reviewed by Historic Preservation Commission: _____

Action on Application for Certificate of Appropriateness: Approved _____ Denied _____

Further Action required: _____

Upon Approval present Certificate of Appropriateness to Building Official for permit

CANTON HISTORIC PRESERVATION COMMISSION

Guidelines for Commercial Signs

2015

Each sign will be considered on an individual/building basis

Commercial Sign:

1. A permanent fixture - - mounted, hanging or free standing, indicating or advertising a business or its contents in a building or on the property where it is located.
2. Painted sign in a storefront display window or door indicating or advertising a business within.
3. Cutout, painted on, attached signs or awnings, balconies, or canopies, which indicate or advertise a business within a building.

Banner/Paper Sign:

1. Semi-permanent cloth signs proclaiming commercial business, products, sales within a building or property. These may remain in place no longer than 30 days.
2. Political, festival, and informational banners or paper signs may remain in place no longer than two days following the end of the event or activity.
3. For Sale or For Rent signs must be maintained or removed immediately if they become unsightly.

Wall Mural:

1. An exterior painting that does not indicate or advertise a business, but is mounted or painted on a building wall.

NOT RECOMMEND:

1. Signs which cover historical features. No sign may wholly or partially obscure any historic or architectural feature, including window edges, balcony edges, or support poles for shed roofs or balconies.
2. More than 3 signs per business per building (1 larger/2 smaller or 2 larger/1 smaller)
3. Signs which include logos or information not pertaining to the bulk of the business within the structure or property on which it is mounted (ex. Coca-Cola)
4. Signs mounted on the roof of a building or a balcony.
5. Signs which obscure more than 10% of the surface of a window or glass door with letters or logos.
6. Sign which cover more than 16 square feet of the building façade.
7. Plastic illuminated or backlighted signs or plastic signs other than individual letters.
8. Portable advertising signs or flashing lights.
9. Signs which partially or wholly obstruct walkways, stairs, or windows by hanging into or standing free in these areas.
10. Installing a sign, which is in disrepair or has deteriorated.
11. "Homemade" or freehanded signs with uneven lettering or spacing.

Awnings and signs must remain clean and fresh looking. Notice will be given to business owners when their awnings or signs are considered to be faded, tattered, dirty or mildewed. These must then be removed or cleaned by the owner at their expense within 30 days of notice.

Recommended:

1. Restoration and use of historic signs and murals. (those which represent an ongoing business and have been in the same location for more than 40 years.
2. Painted wooden or metal signs which imitate old signs common on 19th & early 20th Century Canton Buildings.
3. Painted wooden or metal signs which compliment the flavor, rhythm and character of the historic district.
4. Signs painted directly onto display windows which imitate the character of late 19th & early 20th century signs (ex. metallic gold or reverse glass painting or logos)
5. Creative signs using materials which will enhance the historic character of the district. (ex. neon, glass, or separate raised letters of wood, metal, or plastic)
6. Professionally executed, designed, scaled, and sized signs. The quality of lettering on signs is important. It must be skillfully executed in accordance with accepted guidelines for lettering which are available in office supply, art supply stores, and professional design books. Some lettering designs are available in the Canton Chamber of Commerce/Canton Redevelopment Authority offices. Lettering must have a clear margin of no less than 2" per foot of length of total lettering per line.
7. Signs must be located within the signboard area of those buildings having such areas included in the architecture of the building. A sign mounted in such an area must have a 6" margin between the sign and the surrounding limiting edge. In the absence of a limiting edge, 2 feet of space must be left between the sign of any other architectural feature or edge.
8. Signs mounted perpendicular to the surface of a building and over a sidewalk extend no further than 3 feet from the face of the building and no taller than 18 inches, excluding support. Signs must clear the walkway by 8 1/2 feet including the support elements. In the absence of a balcony, canopy, or awning, total sign height should not exceed 10 feet from the walkway.

*****Special exemptions may be granted or denied by the Commission*****

Further explanation will not be given for denials

CERTIFICATE OF APPROPRIATENESS

Permit Review Procedure and Application Criteria

A Certificate of Appropriateness, hereby referred to as COA, is required from the Canton Historic Preservation Commission before any action can be taken within the Courthouse Historic District or involving a MS Landmark or Landmark sites. Anyone desiring to take an action must submit an application to the Canton Redevelopment Authority Office who shall forward the application to the Chairman of the Historic Preservation Commission. The Commission shall review the application and make recommendations for changes and modifications, if necessary, in order to meet the standards and guidelines for the work to be performed. If the applicant's plans meet the Commission's approval, a signed COA will be returned to the building official.

The deadline for any application for construction, rehabilitation or demolition of a building within the district or of a Landmark Site is second Tuesday of each month. Applications should be submitted to the Canton Redevelopment Authority office at 3340 North Liberty Street, Canton, Mississippi 39046. These applications will be considered at the next regular meeting of the Commission on the first Thursday of each month, at 3:00 p.m. in the conference room at City Hall. Applicant or his representative **MUST** be present at the meeting. If any assistance is needed with the preparation of an application, please call the Canton Chamber of Commerce/Main Street (859-5816) or the Canton Redevelopment Authority (859-3815).

All Maintenance or repair work must meet city safety standards and codes

Applications for new construction, additions to existing structures, restoration or rehabilitation of an existing structure must include the following:

1. A set of plans and drawings showing all exterior elevations proposed for additions, alterations, rehabilitation or new construction and the type of work proposed including: overall dimensions, type of materials to be used on walls, roofs, windows, trim, siding, and color samples.
2. Site plan indicating property lines, setbacks, location of the structure or proposed location of a new structure, accessory building, parking facilities, exterior lighting, fencing, landscaping to include existing trees six inches or more in diameter measured at five foot level, and screening for utilities.
3. Drawing of proposed sign(s), with lettering, colors, materials, lighting to be used, and dimensions of the sign.
4. Photographs of existing structure, or if new construction, a photograph of the lot and the adjoining structures.

No application is required for minor repair or routine maintenance defined as involving removal of inappropriate or outdated signs, awnings, or canopies not original to the structure or not involving change in design, material or appearance of the building.

Application for Commercial Signs must include the following:

1. A drawing of the proposed sign showing the type of sign, placement on the building or lot, sign dimensions, lettering, and type of support.
2. Materials to be used.
3. Type of illumination, if any.

Application for cutting of a live tree, 6 inches or more in diameter measured 5 feet above ground must include the following:

1. Photograph of the tree showing its relationship to the structure(s) on the lot.
2. A measurement of the diameter of the tree(s) at five foot level.
3. An explanation of why the tree is proposed to be removed.
4. A plot plan of the proposed use of the property.

Application for the construction of a Parking lot shall include the following:

1. A plot plan showing the adjoining structures and their relationship to the proposed Parking Lot.
2. Type of paving, illumination, curbing, and striping to be used.
3. Any proposed fencing, screening, landscaping, and signs.

Application for moving a structure into, out of, or within the Historic District must include:

1. Photograph of structure to be moved and its current address.
2. Method of moving structure, photograph and address of the proposed location of the structure.
3. Statement of need for the proposed move with reference to the future use of the site.
4. Site plans indicating property lines, setbacks, proposed location of the structure, accessory buildings, parking facilities, exterior lighting, fencing, and landscaping.

Application for demolition of a structure shall include the following:

1. Photograph of the structure to be demolished.
2. Method of demolition to be used.
3. Statement of the need for proposed demolition with reference to further use of the site.

****A time limit of one year is given for the initial implementation of any approval granted by the Board****

SELECTING AN EFFECTIVE SIGN

Effective presentation of a business establishment's name is an extremely important part of the storefront rehabilitation. Signs were often an integral part of the facades of the 19th century buildings. It is important to remember that unlike the modern highway strip development the era's of buildings and downtown streets was geared primarily to pedestrians. Consequently, there is not need for overly large signs that not only obscure important architectural features of the building but also contribute to the visual pollution of the street. One of the easiest and dramatic and expense is minimal.

There is an infinite variety of styles available for signs. There is no need for a stock solution or stamped out plastic box because it appears more readily available. Custom made signs often cost less and they project concern for the quality of the business. When planning a new sign, seek the help of professional who has had experience in sign design and look at examples of their work. Other merchants who have invested in custom-made signs will probably be pleased to share name of artisans they have used.

Look carefully at the entire façade of the building/the upper stories as well as the storefront. The position of the sign-how it relates to the rest of the building – is the most important consideration in designing the sign. A sign should never cover or overlap any of the architectural details (ex. posts, cornices, brackets,, transoms, moldings) Make sure the sign particularly if it is a flat signboard fits comfortably above the storefront windows and transoms and below the second floor sill. It should not overlap into any adjoining second floor staircase area.

Types of Signs:

Flat signs:

In the past, signboards were used on most building commercial buildings. They were usually placed in a specifically designed spot above the transoms, between the storefront and second floor. As a general rule 60% of the signboard should be devoted to lettering. Eight to ten inch letters are sufficiently large and the most appropriate. One line of letters is appropriate. The sign itself should not exceed 2 feet in height in the absence of a limiting surround. It can be fabricated from marine plywood. A molding around the edge will enhance the appearance and protect the edge from weather.

Window signs:

Another type of sign that is appropriate and one that was common at the turn of the century was painted directly on the window. Typically, these signs were metallic gold, however the use of regular paint may work well. Positioned at eye level, this type of sign can be particularly effective.

Hanging signs:

Signs hung perpendicular to the façade were common on older buildings. They are especially suitable for displaying symbols and logos, can be designed in many shapes and hung with attractive hardware. Perpendicular signs are designed primarily to be viewed by pedestrians. The size and position of perpendicular signs should be managed so as to not interfere with neighboring signs.

MATERIALS, LETTERING, COLORS, AND STYLES

As in all aspects of rehabilitation, materials for sign should be chosen with care. Hundreds of styles of letters are available which can be executed in wood, metal, paint and plastic. Another solution is to paint the letters directly on the masonry. Free position gilt letters mounted directly to the masonry are effective. For painted signs, white or gilt lettering on a dark background is the most effective. It also ages well and does not show dirt. The style and spacing of lettering used is critically important. Simple, straight-forward lettering is the best. Two factors to consider are that the lettering should reflect the business image and should relate to the overall design and historic period of the storefront. Avoid choosing flamboyant, overly fancy lettering or garish colors. Muted colors in keeping with softened tones of historical structures is most effective. Lettering or other information on storefront windows, glass doors or other surfaces must be of high quality, professional executed following accepted standards and cover no more than 10% of the surface of the glass vinyl lettering is acceptable. Spacing of the letters is extremely important and should only be attempted by a professional sign maker.

Lighting

Although most small businesses function without a lighted sign (window display lights are usually sufficient) some depend on evening traffic. Signs should be lighted by an external source such as a small spot or floodlight. "Gooseneck" lights are also acceptable.

Awnings

Canvas awnings are another commercial feature which produce immediate, dramatic results at moderate cost. In addition to providing protection for both shoppers and merchandise display awnings offer an opportunity for attractive store identification. Lettering or symbols can be incorporated into the drop or valance; the color of the awning can also reinforce the store's identity.

Street level awnings attached to the façade should have valance about 12 inches wide, the bottom of the valance should be no less than 7 feet above the sidewalk. Awnings suspended from the balconies should not be overly long and must hang between the support posts of the balcony.

The height of the balcony should be a primary consideration. Awnings are also quite effective on upper story windows. They should extend more than half way down the windows and have a valance that is approximately 10 inches wide. If, possible, they should be mounted inside the facings of the windows. Their color should be complement any street level, or balcony awning. Stationary aluminum awnings or glossy canvas and patterns are inappropriate for older commercial structures.

ADDITIONAL PERTINENT INFORMATION

Balconies, Canopies, and Shed Roofs

No sidewalk covering of a permanent nature should be introduced onto a historic building unless there is historical evidence of such a structure or cover on that building. It reduces the character of the building and diminished the overall historic integrity of the district.

A balcony is a structure with a railing designed to support the weight of a group of people. They were often covered with a roof. The addition of a balcony to a historic structure must be supported by historic evidence.

Rigid canopies should be almost flat and extend no more than 4 feet over the sidewalk. They might be designed with rails to support people (unroofed deck) or with a slanted metal roof not designed to be walked on. The roof, which may be of metal or wood may be supported by slender metal posts, mounted 2-feet from the street. Wooden posts must be at least 8" by 8" treated wood that has been chamfered and painted. They are only appropriate on the earliest 19th century buildings, which had no original covered balcony. The use of shed roofs and canopies must be determined on an individual basis and must be supported by historical evidence.

Occasionally there will be evidence of two or all three of the above sidewalk coverings. It is almost always best to return the building to its earliest original state when historical evidence is present.

No object of any sort may be hung from a balcony, canopy or shed roof below 8 1/2 feet which obstructs a pedestrian or thoroughfare.

Cornices

Older commercial buildings almost always had a metal cornice to protect the edge of the masonry and finish the top of the building. Many of these have been lost over the years and the masonry surfaces have suffered as a result. It is important to restore this feature when at all possible with metal, which is available today. If this is not possible, a synthetic stucco material is now being used to remake cornice and window hoods which have been lost by duplicating historic evidence of like hoods or cornice from the same structure or examining historic pictorial evidence. We have pictures in the Canton Redevelopment Authority office and in the Madison County Library showing many of the buildings in Canton with their cornice intact, which can be studied at your convenience.

Paint Colors

Brick which, has never been painted, may not be painted. Scored stucco may be replaced with synthetic stucco on the upper levels of buildings have such treatment historically. Paint colors for buildings, which were formally painted, should be chosen with the entire district in mind. Soft colors are encouraged to enhance the overall district. The members of the commission will be happy to help you with color selection.

Sprinkle Systems and Smoke Detectors

The Historic Preservation Commission encourages the owners and tenants of the buildings in the Historic District to include sprinkler systems and monitored smoke detectors in all of the buildings with the Canton Historic District as they continue to upgrade their property. WE are happy to note through your efforts our Courthouse and Town Square are becoming more important and valuable each year and we support the protection of this valuable resource.

**** If you need help or additional information, please contact the Canton Chamber of Commerce/Main Street at 859-5816 or the Canton Redevelopment Authority at 859-3815 for an appointment with the Main Street director or a member of the Historic Preservation Commission.